

~~RESTRICTED~~

7 February 1949

Chiefs, Field Bureaus

Chief, FBIB

Questionnaire for Recipients of FBIB Field Bureau products.

1. In line with FBIB policy to conduct periodic surveys of services rendered to its consumers, questionnaires for all recipients of FBIB Field Bureau products are enclosed.

2. Reference the dissemination of these questionnaires, it is requested that you proceed as follows:

a. Complete necessary information on the covering sheet, i.e., date, proper address of client, and return address of appropriate FBIB Field Bureau.

b. Transmit questionnaire under covering letter to each recipient of FBIB Field Bureau products.

c. In the event of failure to elicit a response from any client, follow up with a duplicate questionnaire and a memorandum from the Chief, Field Bureau, directing the client's attention to the importance of receiving consumer reaction to FBIB products and suggesting deletion of this service if it serves no useful purpose to the receiving agency.

3. Please expedite return of completed questionnaires to Washington.

L. K. WHITE

RHS:ns

Distribution:

Chief, London Bureau
Chief, West Coast Bureau
Chief, Kauai Bureau
Chief, Tokyo Bureau
Asst. Chief, Mediterranean Bureau (Cairo)
LKW - 1 ✓
Administrative File - 1

This document is part of classified integrated file.
If separated from file, document is unclassified.

042,1000

~~RESTRICTED~~

25X1